

Project Approval Process

Definitions

Project – A project is a temporary endeavor undertaken to create a unique product or service. (PMI definition: “A Guide to the Project Management Body of Knowledge (PMBOK Guide)”, page 4.

Information Technology (IT) project characteristics:

- One time activity;
- Begin and end date;
- Performed by people;
- Constrained by limited resources (budget);
- Planned;
- Executed; and
- Controlled.

Maintenance – Refers to the ongoing activity that keeps software, or hardware, functioning in a technical and business environment (production). Maintenance may be:

- Corrective maintenance (defect repair),
- Preventive maintenance (preventing a defect before it occurs), or
- Perfective maintenance (modifications to support existing business functional requirements, (e.g., database re-orgs)).

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Process Requirements

Projects and maintenance initiatives are either small, medium, or large based on **planned total cost: (* NOTE - Total cost is total life cycle cost of the project that includes development and five (5) years of operations and maintenance. *)**

- *Small sized projects* (\$100,000 to \$500,000) need only be registered in the Enterprise Portfolio repository (database). Small sized projects are required to complete Sections I and II of the *SB 991 Project Approval Form*. In most cases, small sized projects will be “registered” and will not require review and approval by the State Chief Information Officer (SCIO).
- *Medium sized projects* (\$500,000 to \$3 million) shall be approved by the State Chief Information Officer (SCIO), shall have an EPMO project assistant assigned, may be subject to independent verification and validation (IV&V), and must provide periodic project status reports to the Enterprise Portfolio repository. Medium sized projects are required to complete the SB 991 Project Approval Form except for Section III.4 and Section IV.1.) In addition, medium sized projects will be required to complete the appropriate section of the *North Carolina System Design Template* and the *Security Risk Assessment*.
- *Large sized projects* (> \$3 million) shall be approved by the SCIO, shall have an EPMO project assistant assigned, will participate in EPMO IV&V activities, and shall provide monthly project status reports to the portfolio repository. Large sized projects are required to complete the entire SB 991 Project Approval Form. In addition, large sized projects will be required to complete the appropriate section of the *North Carolina System Design Template* and the *Security Risk Assessment*.

Notes:

All completed SB 991 Project Approval Forms and Project Status Reports should be forwarded electronically to etspo@ncmail.net.

A copy of the agency CFO and agency CIO signatures from page 2 of the SB 991 Project Approval form should be faxed to the EPMO at 981-5568.

Process requirements are rules-based. However, individual project reporting and control requirements will be adjusted to reflect project performance and risk management issues.

There are no process requirements for project or maintenance initiatives under \$100,000 total planned cost.

The EPMO does review all Scope Statements and Requests for Proposal (RFP's) sent to Statewide IT Procurement for compliance to SB 991 project approval requirements.